

75 Hour Training and Home Care Aide Certification

The following short presentation will help you understand:

- New terms you need to know.
- What classes make up the 75 hours of training.
- Who must take and who is exempt from 75 hours of training and home care aide certification.
- Other training that may be required.
- Tools to understand the steps needed to complete training and home care aide certification.



ADSA Aging & Disability
Services Administration

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Terms to Know...

Long term care (LTC) worker: A worker paid to provide direct, hands on personal care to adults in an adult family home, assisted living facility, home care agency, supported living, or for a DSHS client with a paid Individual Provider.

Certified Home Care Aide (HCA): A new professional credential required of newly hired LTC workers who don't already have another professional credential or meet other specific exemptions.

Non-Credentialed LTC worker: A LTC worker who does NOT currently have a professional credential or certification such as a RN, LPN or CNA.

75 hour training: Training hours required to take the home care aide certification exam. The following classes make up the 75 hours.

Orientation training: 2 hours of introductory information orienting new workers to the care setting and job.

Safety training: 3 hours of introductory information on safety practices.



70 hour basic training: 70 hours of training devoted to basic training. These 70 hours must include:

- **Core basic training** – Training covering the basic skills and information needed to provide hands on personal care.
- **Population specific basic training** - Training tailored to a specific group of clients and their unique care needs due to their disease, condition and/or stage of life.

Who Must Take 75 Hours of Training and Become a Certified Home Care Aide?



A newly hired LTC worker, unless listed as exempt below, must:

- **Take 75 hours of training** within **120 days** of hire.
- **Become a certified home care aide** within **150 days** of hire.

Workers **EXEMPT** from 75 Hours of Training and Home Care Aide Certification

- **RNs, LPNs, NACs**, nurse technicians, or advanced registered nurse practitioners.
- Certified counselors, speech language pathologists or audiologists, OTs, PTs, or a home health aide employed by a Medicare-certified home health agency.
- A person with special education training and endorsement granted by the superintendent of public instruction.
- **A Long term care worker employed in Washington State:**
 - Sometime between January 1, 2011 and January 6, 2012 who completed all basic training requirements in effect as of the date of hire.
 - By a community residential provider (exempt until January 2016).



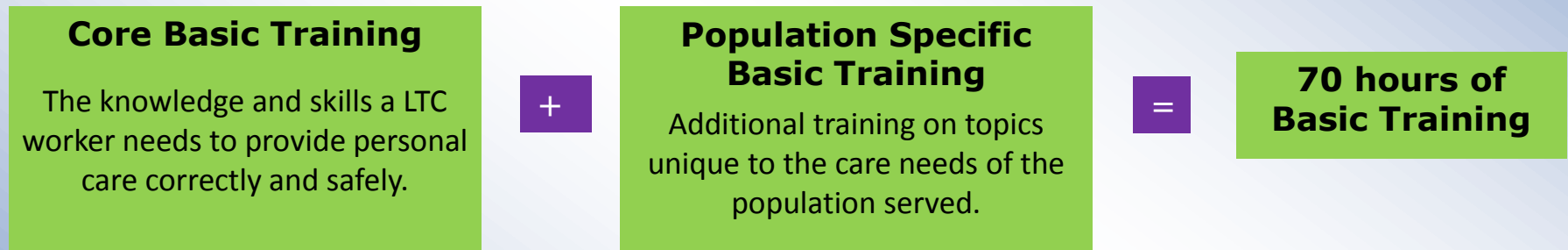
Modified Fundamentals of Caregiving is no longer required of RNs, LPNs or CNAs.

Other training may be required of workers exempt from 75 hour training and home care aide certification. See slide 5.

What Is Included in the 75 Hours of Training



What Is Included in the 70 Hour Basic Training



The law does not specify how many of the 70 hours of basic training must be core basic vs. population specific training – just that both areas must be included and add up to 70 hours.

There is no department developed 70 hour basic training curriculum.

Other Training That May be Required of any LTC Worker

- Specialty Training – required in AFHs and ALFs if any client/resident living in the home or facility has:
 - Dementia – *Dementia Specialty*
 - A mental health diagnosis - *Mental Health Specialty*
 - A developmental disability - *Developmental Disability Specialty*
- *Nurse Delegation for Nursing Assistants Core Training*
 - Required if NAC, NAR or certified home care aide will be performing a nurse delegated task.
- *Nurse Delegation for Nursing Assistants: Special Focus on Diabetes:*
 - Required if NAC, NAR or certified home care aide will be performing insulin injections

Training Required of LTC Workers EXEMPT From the 75 hour Training and Home Care Aide Certification

- A newly hired or returning EXEMPT LTC worker must be oriented to his or her job, but is NOT required to complete the 5 hours of Orientation and Safety Training.
- Specialty training (if required for AFHs, ALFs).
- 12 hours of Continuing Education each year by their birthdate.



Summary of Newly Hired Non-Credentialed LTC Worker Training and Certification Requirements

What	Hours	When
Orientation	2	Before providing care
Safety Training	3	Before providing care
70 hour Basic Training <ul style="list-style-type: none"> • Core basic plus population specific training 	70	Within 120 days
Specialty Training <ul style="list-style-type: none"> • Dementia • Mental Health • Develop. Disability 	6 4 18	AFH/ALF workers when required to meet licensing requirements Specialty training hours can be used towards the population specific component of the 70 hour basic training if taken within 120 days of hire
Home Care Aide Certification		Within 150 days
Nurse Delegation Core Special Focus on Diabetes	9 3	Before performing a nurse delegated task (if required)
Continuing Education	12 hours/year	CE by birthday each year one year after initial certification date

Summary of All LTC Workers' Training Requirements

I am a...	Training Required...
Newly hired non-credentialed LTC worker	Complete 75 hours of training within 120 days of hire and become a certified home care aide within 150 days of hire.
Existing employee and am a non-credentialed LTC worker	<p>If you worked sometime between January 1, 2011 and January 6, 2012 and completed all of your basic training requirements when you were hired, take 12 hours of CE each year by your birthday.</p> <p>You do NOT have to retake basic training or become a certified home care aide.</p>
Newly hired RN, LPN, CNA	<p>You have to be oriented to your job, take specialty training if it is required where you work, and take 12 hours of CE each year by your birthday if it has been more than one year since your initial credential date.</p> <p>You do NOT have to take the 75 hour basic training and home care aide certification requirements if you have an active credential.</p>
Existing employee and am a RN, LPN, or CNA	Complete 12 hours of CE each year by your birthday if it has been more than one year since your initial credential date.
AFH Provider	Complete 75 hours of training and become a certified home care aide prior to licensure unless you meet one of the exemptions listed on slide 3.
ALF Administrator or designee	Complete 75 hours of training within 120 days and become a certified home care aide in 150 days unless you meet one of the exemptions listed on slide 3.

Getting LTC Workers Required Training

Employers:

Option 1: Apply to offer training at your AFH, ALF or home care agency

Go to the ADSA training website for detailed instructions and forms

- [AFHs or ALFs](#)
- [Home Care Agencies](#)

Option 2: Use a community instructor approved to offer training

The ADSA training website has a community instructor search feature that generates a list of all approved community instructors by the training course(s) and county you select.



Looking for all or part of the 75 hour training? Use the community instructor search feature to [find approved community instructors](#) teaching all 75 hours of training, 70 hour basic training, and/or core basic and population specific training individually. Instructor lists include the course hours each community instructor offers for core basic and population specific training.

Many community instructors offer specialty training as part of the population specific component of the 70 hour basic training. This is noted when you use the community instructor search feature to [find approved community instructors](#) teaching the 70 hour basic training.

Home Care Aide (HCA) Certification

There are three parts to becoming a certified home care aide.

1. Complete the home care aide certification application process (Department of Health).
2. Complete 75 hours of training (DSHS).
3. Apply and take a written and skills exam (Prometric).

A new LTC worker has 150 days from hire to become a certified home care aide. A LTC worker who does not meet this deadline can no longer be paid to provide care.



[HCA Certification Checklist and Quick Link Page](#)

DSHS has developed some tools to help LTC workers understand how to meet the training and certification requirements. Find:

- A HCA Certification Checklist outlining all steps, forms, information and suggested timeline to complete the 75 hour training and home care aide certification by all deadlines.
- Links to all needed information, forms and websites.

Find these tools @

www.adsa.dshs.wa.gov/professional/training/links